



Department of Medical Assistance Services
600 East Broad Street, Suite 1300
Richmond, Virginia 23219

www.dmas.virginia.gov

MEDICAID MEMO

TO: Providers who participate in the Virginia Medicaid Program (including Managed Care Organizations) and who provide one or more of the following services: Treatment Foster Care, Case Management, Respite Care, Personal Care, Adult Day Health Care, Family Caregiver Training, Education Services (Schools), Assisted Living, Non-Emergency Transportation, and Mental Retardation Waiver and/or Developmental Disabilities Waiver Service Providers who are not eligible to obtain a National Provider Identifier (NPI)

FROM: Patrick W. Finnerty, Director
Department of Medical Assistance Services (DMAS)

MEMO Special

DATE 02/27/2006

SUBJECT: Implementation of the National Provider Identification Number:
Atypical
Anticipated Initial Implementation Date: January 1, 2007

This is an information only Medicaid Memorandum; its purpose is to inform you of a Federal mandate, resulting from the Health Insurance Portability and Accountability Act (HIPAA), which requires HIPAA covered health care providers to obtain and use a National Provider Identifier (NPI) in lieu of any other provider identification number(s) for all standard transactions. In response to this new Federal requirement for health care providers, the Department of Medical Assistance Services (DMAS) will be extending this numbering change to its entire provider network, including providers not considered "health care providers" as defined in this legislation. DMAS is making this change for these "atypical" providers in order to maintain the consistency and integrity of the Management Information System. Effective no later than May 23, 2007, these "atypical" providers will no longer be able to use their existing Medicaid identification number(s) and will need to use a new 10 character identification number, referred to as an Atypical Provider Identifier (API), similar to an NPI.

You have received this memorandum, and have been identified as an atypical provider (personal care providers, respite care providers, adult day care centers, etc.), based on your current provider type as defined in our Medicaid Provider database. DMAS will be implementing the use of the API in response to the new Federal law within the deadline set by the Secretary of Health and Human Services of May 23, 2007. As an atypical provider, you will be required to

use a new 10 character API in order to continue participating with the Virginia Medicaid Program after this date. In addition to requiring Medicaid providers to obtain and use an API number for electronic transactions, DMAS will be extending this requirement to all Medicaid transactions, including paper claims submissions, the Provider Call Center, the automated voice response system for eligibility and claims status (MediCall), and the web-based automated response system.

In order to reduce the burden of this requirement for “atypical” Medicaid enrolled providers, DMAS will determine whether or not we can assign an API number on your behalf, direct you to a third party who will assign an API number for you, or add an additional character to your existing ID number. DMAS will make this determination well in advance of any deadline for submission and inform you in writing. DMAS plans to begin allowing the dual use of both your API number and your current Medicaid identification number by January 1, 2007.

DMAS will be sending out memoranda to you over the coming months describing the DMAS NPI transition process specific to your provider type, will identify key milestones and will continually update its web site. We will also be using this opportunity to eliminate incorrect and outdated information on our current provider file to ease the way for this federally mandated NPI transition. You will be receiving written information from the First Health Provider Enrollment Unit identifying the current demographic information we have for your provider number(s) and will be asking you to respond in a timely manner to validate our database. It is extremely important that you do so to make this transition process as smooth as possible.

It is our intention to make sure that this transition is deliberate and thorough. DMAS will make every attempt to communicate to you clearly what will be required of you and will reduce, as much as possible, any burden this requirement places on your ability to participate with us. Your attention to these pending changes will ensure that your claims will continue to be paid timely and accurately in the future.

ELIGIBILITY AND CLAIMS STATUS INFORMATION

DMAS offers a web-based Internet option (ARS) to access information regarding Medicaid or FAMIS eligibility, claims status, check status, service limits, prior authorization, and pharmacy prescriber identification. The website address to use to enroll for access to this system is <http://virginia.fhsc.com>. The MediCall voice response system will provide the same information and can be accessed by calling 1-800-884-9730 or 1-800-772-9996. Both options are available at no cost to the provider.

COPIES OF MANUALS

DMAS publishes electronic and printable copies of its Provider Manuals and Medicaid Memoranda on the DMAS website at www.dmas.virginia.gov. Refer to the Provider Column to find Medicaid and SLH (State and Local Hospitalization Program) Provider Manuals or click on “Medicaid Memos to Providers” to view Medicaid Memoranda. The Internet is the most efficient means to receive and review current provider information. If you do not have access to the Internet or would like a paper copy of a manual, you can order it by contacting

Commonwealth-Martin at 1-804-780-0076. A fee will be charged for the printing and mailing of the manuals and manual updates requested.

PROVIDER E-NEWSLETTER SIGN-UP

DMAS is pleased to inform providers about the creation of a new Provider E-Newsletter. The intent of this electronic newsletter is to inform, communicate, and share important program information with providers. Covered topics will include changes in claims processing, common problems with billing, new programs or changes in existing programs, and other information that may directly affect providers. If you would like to receive the electronic newsletter, please sign up at www.dmas.virginia.gov/pr-provider_newletter.asp.

Please note that the Provider E-Newsletter is not intended to take the place of Medicaid Memos, Medicaid Provider Manuals, or any other official correspondence from DMAS.